

# **LDST Policy for Recruiting Volunteers**

## **OUR TRUST'S PRAYER**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning,  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen

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## Purpose

This policy aims to ensure that Trust schools have due regard for the safe recruitment of volunteers and that the Trust's processes and procedures are informed by the guidance in [Keeping Children Safe in Education](#) and relevant legislation.

## Introduction

The right of all to have an excellent education is at the heart of everything we do. [Liverpool Diocesan Schools Trust](#) welcomes everyone, people of all faiths and none so that we can *Learn, Love and Achieve, Together with Jesus*. We expect everyone working with the Trust to support our vision and values.

Our schools' welcome volunteers who can bring skills, hobbies, interests and experience that enhance learning and extra-curricular opportunities for our children. Volunteers can include governors, parents, carers, former pupils, students on work experience or placements, local residents and friends of the school.

Volunteers may be involved in a range of activities including helping children to read, working with small groups of children or individual children, accompanying school trips, supporting the class teacher, supporting specific curricular activities e.g. ICT or art, supporting school administration tasks, helping to create school displays or extra-curricular activities and school clubs.

## Relevant legislation and guidance

Section 3 of [Keeping Children Safe in Education](#)

[Statutory guidance: Regulated Activity \(children\) - supervision of activity with children which is regulated activity when unsupervised](#)

[Regulated activity in relation to children scope: Factual note by HM Government](#)

[Regulated activity with children in England and Wales](#)

[Eligibility guidance for enhanced DBS checks](#)

[Ministry of Justice - Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)

[DBS filtering guide - GOV.UK](#)

[Disqualification under the Childcare Act 2006](#)

## Useful organisations

[Nacro](#): *They provide expert advice and advocacy to people with criminal records, as well as expert advice, support and training to employers and organisations responsible for interpreting and managing this information.*

*Unlock is an independent charity, providing trusted information and advice services for people with convictions.*

*Unlock provide independent and impartial [advice and support to employers and HR professionals](#) that are receiving and/or making recruitment decisions based on criminal record information.*

## Definition of volunteers

Schools need to consider a number of different types of volunteering roles:

1. Volunteers who are recruited directly by a school and who will be working in **regulated activity**. This includes volunteers who *frequently* work at the school, providing opportunity for unsupervised contact with children. Frequently means once a week or more often, or on 4 or more days in a 30-day period.

Regulated activity also includes activities that may only occur once and whether supervised or not:

- any overnight activity carried out between 2am and 6am and with an opportunity for face-to-face contact with children.
- providing personal care including:
  - i. physical help or 'prompting' in connection with eating or drinking, for reasons of illness or disability.
  - ii. physical help for reasons of age, illness, or disability, in connection with toileting (including menstruation) and washing, bathing or dressing.
- providing health care for children under the direction or supervision of a regulated health care professional.

**As part of the recruitment process an enhanced DBS certificate with a children's barred list check must be obtained for any volunteer working in regulated activity.**

2. Regular volunteers recruited by the school whose work is not in regulated activity but have *frequent* contact with children. **An enhanced DBS certificate without a children's barred list check should be obtained. They must be supervised and must not be involved in any personal care or overnight activities.** This includes any governors who undertake additional volunteering roles within the school which are in addition to their governance activity.
3. Volunteers recruited by a third-party origination who are deployed to work at the school. **Either an enhanced DBS certificate or an enhanced DBS certificate with a children's barred list check will be required depending on the nature of the work.**
4. Occasional or one-off volunteers who are known to the school (e.g. a parent or carer), and who volunteer for a standalone activities. These could include

for example: a school trip, a helper at school fete or sports day. The volunteer's activity is appropriately **supervised and not in regulated activity**. At the Headteacher's discretion and having undertaken a risk assessment, they may be able to volunteer without the school obtaining an enhanced DBS certificate.

KCSiE states the school is able to obtain an enhanced DBS certificate even if they are not required to do so.

If the proposed volunteering activity falls outside the definitions above, the school should seek advice from the Trust's central team as to how to proceed.

## Students on work experience

Keeping Children Safe in Education Children does not recognise children and students on work experience placements, via a secondary school or college, as volunteers:

The student should remain supervised by a school member of staff and undertake an appropriate safeguarding induction. These placements typically lasts no longer than two weeks.

Keeping Children in Education states:

***'If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or sixth form college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity relating to children. In these cases, and where the child doing the work experience is 16 years of age or over, the work experience provider e.g. school or sixth form college should consider whether a DBS enhanced check should be requested for the child in question. DBS checks cannot be requested for children under the age of 16.'***

The school should seek advice from the Trust's central team as to what checks are required. A risk assessment should always be undertaken and retained.

## How to apply to become a volunteer

Anyone considering volunteering should make an enquiry to the school. They will then have an initial discussion with a senior member of staff. This conversation will determine if the volunteering activity requires a simple application form to be completed, leading to a recruitment process that may take a number of weeks. This will include seeking suitable references and obtaining a DBS check.

All volunteers will need to complete a basic information form in order to provide any relevant information about their health, disabilities or other needs that will enable the school to support them in their volunteering role and support their health, safety and well-being.

A risk assessment must be undertaken by the school and retained for all volunteers. The risk assessment will support the school to determine what level of DBS check, if any, is required.

## Undertaking a risk assessment

KCSiE states:

*Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.*

*Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.*

*The risk assessment should consider:*

- *the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision*
- *what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers*
- *whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability,*
- *whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.*

*Details of the risk assessment should be recorded.*

School Improvement Liverpool provides a risk assessment template which is adapted by the Trust. The completed risk assessment should be retained.

Examples of the outcomes of risk assessments can be found in appendix 2.

## Procedures for recruiting volunteers

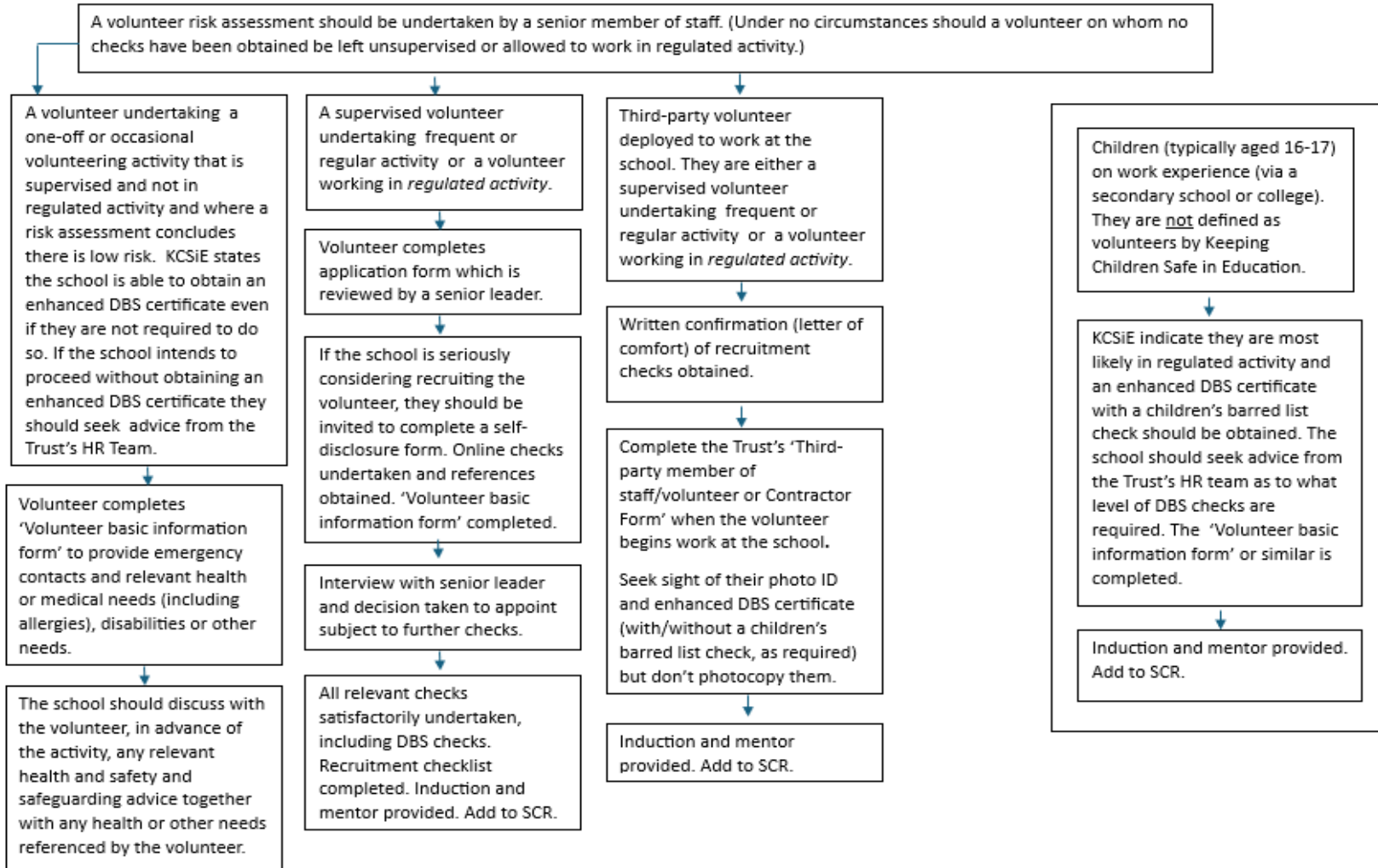
A risk assessment should be undertaken on all volunteers. All volunteers should have **an initial discussion** with a senior leader to determine the nature and frequency of the volunteering and whether a full recruitment process is needed.

They should be provided with or signposted to:

- LDST's Policy for Recruiting Volunteers.
- The school's safer working practice policy for adults working in the school
- The school's child protection policy
- Trust policies pertaining to the approach to ex-offenders

The **flowchart** below summaries the Trust's approach to recruiting different types of volunteers. Detailed procedures can be found in appendix 3.

# The Trust's approach to recruiting different types of volunteers:



## Appendix 1: Volunteer Basic Information Form

<b>Volunteer Basic Information Form</b>	
Full Name	
Home Address (including postcode)	
Contact phone numbers	Mobile: Home:
Email address	
Emergency contacts	Name: Phone number: Relationship to volunteer:
	Name: Phone number: Relationship to volunteer:
Do you have any health or medical needs (including allergies), disabilities or other needs that are relevant to your work in school and that you would like to discuss with a senior member of staff? (This should help key staff to support you in your volunteering role).	If yes, please provide brief details:
Are you a friend or relative of a child, volunteer, governor or member of staff?	
Signed by hand:	
Date:	

## Appendix 2: LDST Volunteer Application Form

<b>LDST Volunteer Application Form</b>	
<b>Personal details</b>	
Title (Mr, Mrs, etc)	
Forename (s)	
Surname	
Any previous names	
Address (including postcode)	
Contact phone numbers	Mobile: Home:
Email address	
Are you a friend or relative of a child, volunteer, governor or member of staff?	
<b>Experience, Interests and Qualifications</b>	
Why would you like to volunteer at this school and what type of volunteering activity would you like to undertake? Do you have a preferred age range you would like to volunteer with?	
What qualities, skills, hobbies or interests could you bring to the role? (including languages spoken, sports, arts etc)	
What relevant training, education/qualifications, employment or volunteering history do you have, including any current employment or volunteering? Provide details of any paid work or unpaid work with children.	

<b>Availability</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					
Before school					
After school					
Lunchtime					
How many hours per week would you consider volunteering?					
Can you commit for at least 12 weeks?					
<b>References</b>					
Please provide details of two referees who can comment on your suitability to work with children. If you currently work or volunteer with children you must include these as a referee.					
Name of Referee			Name of Referee		
Job Title (if Appropriate)			Job Title (if Appropriate)		
Relationship to you			Relationship to you		
Address			Address		
Telephone number			Telephone number		
Email			Email		
<b>Information on further recruitment checks</b>					
<p>Following consideration of your application form the following checks may become necessary during the recruitment process. We will only undertake these checks <b>if we are seriously considering appointing you as a volunteer.</b></p> <p><u>Criminal self-disclosure:</u></p> <p>As this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) applicants are required to complete a criminal self-disclosure form. Legislation sets out that anyone undertaking certain work or activities with children may be required to disclose their cautions or convictions even if it is considered spent under the 1974 Act <b>unless they are protected</b> and do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on the <a href="#">Ministry of Justice website</a>. In addition, <a href="#">Nacro</a> and <a href="#">Unlock</a> can provide applicants with impartial</p>					

advice as to which cautions and convictions do not need to be disclosed because they would be 'filtered' from an enhanced DBS certificate.

If your application is successful, but before your appointment is confirmed, any self-disclosure information will be checked against information from an enhanced DBS certificate obtained from the Disclosure and Barring Service. Any cautions or convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

### Online checks

During the recruitment process, we will carry out an online search as part of our due diligence on any applicant who *we are seriously considering for a volunteering role*. If there is anything you wish to make us aware of, prior to the search being completed, please contact **Name** via **email address / telephone number** by **Date**

### Disqualification under the Childcare Act 2006:

The Childcare (Disqualification) Regulations 2018 sets out that it is an offence to engage in childcare if you are disqualified to do so. If the post you are applying for falls within the scope of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

### Overseas Checks

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements.

### Teacher Prohibition Orders, Interim Orders and Teacher Sanctions

If you have previously been employed as teacher or engaged in 'teaching activities' as defined engaged in 'teaching work' as defined by the Teacher Regulations 2012, you will be asked to declare that you are not prohibited or sanctioned from teaching by the Teacher Regulation Agency (formerly GTCE).

We will also seek your consent to undertake a 'teacher status check' with the Teacher Regulation Agency to confirm you are not prohibited.

### DBS Checks

An enhanced DBS certificate will be obtained.

For posts in regulated activity, the enhanced DBS certificate will include a children's barred list check.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children in 'regulated activity' if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

Liverpool Diocesan Schools Trust adheres to the Disclosure and Barring Service's (DBS) 'Code of Practice' and has policies pertaining to the recruitment of 'ex-offenders'.

### **Declaration**

I declare that the information provided in this form is, to the best of my knowledge, true, correct and accurate.

Signed by hand:

Date:

The data you provide within this application form and other sources relating to your application form (including references) will be stored and processed in accordance with General Data Protection Regulations.

### **Next Steps**

Once your application has been reviewed we will begin the recruitment checks outlined above. You will also be required to bring identity documents (e.g. passport, driving licence) with you so that we can verify your identity. We may need to discuss further with you information you have shared on your application form or the recruitment checks we undertake.

Once all the recruitment checks have been satisfactorily completed, you will have opportunity to discuss further the role with your mentor. Your availability, working pattern and start date can be agreed.

You will then undertake safeguarding induction training before commencing volunteering.

## Appendix 3: Volunteer Reference Template

<b>Reference for Volunteer Post</b>	
<p><i>Name of volunteer</i> has applied to volunteer to work at <i>Name of School</i>. This will involve working with young children, some of whom may be vulnerable due to their needs. We are grateful for any information that you can provide that can assist us to assess their suitability for the role.</p>	
Name of Referee:	
How do you know the applicant:	
How long have you known the applicant:	
Please comment on their trustworthiness, integrity, reliability and diligence:	
What other skills, qualities or experiences do you feel make them suitable for volunteering at a primary school:	
Do you know of any reason why the applicant is not suitable to work with children:	Y/N If yes, provide details:
Signed: Print name: Date: Telephone number:	

## Appendix 4: Volunteer self-disclosure form

**Name of School** is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. As this volunteering role is exempt from the Rehabilitation of Offenders Act 1974, you are required to complete the criminal self-disclosure below.

An enhanced DBS certificate (with or without a children's barred list check) will also be undertaken before you begin your volunteering activity; therefore we have asked for relevant information below about any Enhanced DBS certificate that you may already have.

If you have previously been a teacher we will seek your consent to establish that you are not prohibited from teaching.

If the post is within the scope of the [Disqualification under the Childcare Act 2006](#) you will be required to disclose if you are disqualified from providing childcare.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, which is available on request. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020 some minor offences are now protected (filtered) and should not be disclosed and cannot be taken into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website. A flowchart to support you can be found [here](#).

NACRO - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock - <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

<b>Volunteer Self-Disclosure Form</b>	
<b>Personal Details</b>	
Surname	Forename(s)
Previous names (if any)	Date of Birth
<b>Current enhanced DBS certificate information</b>	
Do you hold an enhanced DBS certificate?	Y/N
Does it contain a children's barred list check?	Y/N
Date of issue	
Do you subscribe to the DBS Update Service?	Y/N
If yes: Do you consent to a 'status check' on the DBS Update Service	Y/N
If yes: Please provide your enhanced certificate no:	
<b>Applicants that have been previously engaged in teaching (only):</b>	
Have you ever been employed as a teacher or engaged in 'teaching work' as defined by the <a href="#">Teacher Regulations 2012</a> .	Y/N
If yes, have you ever been prohibited or sanctioned from teaching?	Y/N
If yes, provide details here including dates and sanctions:	
Do you consent to a ' <a href="#">teacher status</a> ' check to confirm you have not been prohibited or sanctioned from teaching?	Y/N
If yes, please provide your teacher reference no and date of qualification:	Teacher reference number: Date of qualification:
If the post is within the scope of the <a href="#">Disqualification under the Childcare Act 2006</a> you will be required to disclose if you are disqualified from providing childcare.	
<b>Applicants for volunteering posts in early years or later years childcare (wrap around care) only:</b>	

Are you disqualified under the <a href="#">Disqualification under the Childcare Act 2006</a> ?	Y/N
If yes, provide details here, including dates and sanctions:	
<b>Criminal self-disclosure</b>	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Y/N
If yes, please provide details here, including dates and sanctions:	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Y/N
If yes, please provide details here, including dates and sanctions:	
Are you included on the DBS children's barred list?	Y/N
If yes, please provide details here, including dates and sanctions:	
Have you ever worked outside the UK for more than 12 months in the last 10 years?	Y/N
If yes, please provide details here, including dates:	
Are you subject to any sanctions relating to work with children in any country outside the UK?	Y/N
If yes, please provide details here, including dates and sanctions:	
<b>Declaration</b>	

*I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that a senior member of staff at the school may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my volunteer personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.*

Signed by hand:

Date:

## Appendix 5: Volunteer Recruitment Checklist

<b>Volunteer Recruitment Checklist</b>		
Name of volunteer:		
Start date:		
End date:		
Name of member of staff who interviewed the volunteer and discussed any issues arising from the criminal self-disclosure, application form and volunteer basic information form.		
	<b>Required</b>	<b>Date added to personnel file and by whom</b>
Volunteer job description		
Volunteer risk assessment form	Y	
Volunteer basic information form including any information relating to health, disabilities and other needs	Y	
Application form (signed by hand)	Y	
Criminal self-disclosure including disqualification check, when required (signed by hand)	Y	
Notes from discussions with volunteer during the recruitment process	Y	
Reference 1	Y	
Reference 2	Y	
Online Checks	Y	
Copies of identity documents, including birth certificate. Include written notes if birth certificate is not available.	Y	
Any notes taken from follow up conversations with referees due to gaps or discrepancies in references	Y/N	
Information relating to outcome of DBS update service status check	Y/N	
Enhanced DBS certificate obtained	Y	
Children's barred list check obtained for those in regulated activity	Y/N	NA
Evidence of additional overseas checks	Y/N	
Teacher status check	Y/N	
Checklist for the Mandatory Safeguarding Induction of All Staff & Volunteers	Y	
Information entered onto single central record	Y/N	

# Appendix 6: Volunteer Role Description Template

## **Volunteer Job Description**

We believe that volunteers provide a valuable contribution to the Trust's work, and that they enrich our schools through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the Trust's strategic aims and vision, as well as individual school improvement plans.

## **Main Responsibilities and Tasks Within LDST Schools**

Volunteers may be utilised to support the classroom teacher in facilitating the active participation of children in the academic and social activities of the school. Activities may include:

- Hearing children read
- Accompanying school visits
- Working with individual children
- Working with small groups of children
- Supporting specific curriculum areas, such as computing or art

All volunteers must adhere to and act in accordance with LDST policies and procedures particularly the school's child protection policy and 'code of conduct' (safer working practices guidance) for adults working with children.

This list is not exhaustive.

## **Support for Children**

- Under the direction of the teacher, carry out pre-determined tasks and / or perform general classroom duties responding to the needs of the children.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

## **Support for the Curriculum**

- Under the direction of the teacher, support the school curriculum, including reading.

## **Support for the Teacher**

- Where requested, provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.

- Ensure that information relating to children’s safety and wellbeing is shared effectively and sensitively with the class teacher.

**Support for the School**

- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events, e.g. school plays, events.
- Commit to promoting and safeguarding the welfare of all children.
- Participate in training sessions or safety briefings relevant to your role in school.

<b>Person Specification</b>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in all relevant training e.g. safeguarding</li> </ul>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Good speaking and listening skills Ability to develop and maintain effective working relationships with pupils, staff and parents</li> <li>• Good literacy and reading skills with the confidence to ask children questions about what they have read.</li> <li>• Ability to engage with children and students of various ages and abilities demonstrating patience and encouragement.</li> </ul>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Neat and tidy personal presentation</li> <li>• Commitment to the values of LDST including safeguarding and inclusion and diversity</li> <li>• Enthusiasm to engage learners in the task being undertaken</li> <li>• Respectful and approachable manner.</li> </ul>

